



LICENSED CLINICAL MARRIAGE AND FAMILY THERAPIST

Out of State Applicants (Rev.6/25)

This form should be completed if you are currently a licensed or certified clinical marriage and family therapist in a jurisdiction outside the State of Maryland.

APPLICATION INSTRUCTIONS

**** IMPORTANT ****

BEFORE submitting your application, please note the following:

- Retain a copy of all documents for your records. Documents will not be returned once received by the Board.
- Within 30 days after receipt of the application, the Board will determine if the application is complete. If the application is not complete, the Board will notify you, in writing, and you will have 90 days from the date of the notice to provide the requested documentation. If you do not provide the required information within 90 days, your application will be closed, and all documents will be discarded. The Board does not retain incomplete applications. You will be required to submit a new application and pay the required application fee.
- All forms must be legible, complete, signed, and dated or processing may be delayed.
- Include a check or money order in the amount of \$250 payable to: *Maryland Board of Professional Counselors and Therapists*.

****A separate license fee of \$150 will be due upon notification of eligibility from the Board. Fees are non-refundable and non-transferable.****

- ☐ Applications **may not** be submitted via fax, email, or in-person. Please mail to:

***Board of Professional Counselors and Therapists
Attn: MFT Licensing Coordinator
4201 Patterson Avenue, Suite 316
Baltimore, MD 21215***

ELIGIBILITY/REQUIREMENTS: *The following is a summary only. For complete requirements and definitions, see Md. Code Ann. Health Occ., §17-101, et. seq. and COMAR 10.58.08, which may be found on the Board's website, www.health.maryland.gov/bopc.*

Verification of license: Applicants must include a copy of the clinical marriage and family therapist license **currently** held in another jurisdiction.

Applicants must also complete the Verification of Out of State License form (attached to this application) and send the form to the appropriate state licensing authority for completion. The licensing authority must forward the completed form directly to the Board.

If the jurisdiction in which you currently hold a license or certification provides electronic license verification, please provide the web address with this application and a separate verification form will not be required. Maryland board staff must be able to verify your current license directly from the official website of the jurisdiction in which you currently hold a license.

Assessment: Applicants must complete the following:

The Maryland Law Assessment (MLA). The purpose of the MLA is to determine if a candidate is familiar with the state laws and ethical code related to safe and effective practice across several content areas. The MLA is a no-fail, no score assessment. Content areas include supervision and ethics questions based on excerpts from the Code of Maryland Regulations (COMAR) and Md. Code Ann., Health Occupations Art., Title 17.

The MLA consists of 36 questions. You will be presented with readings and questions until all items are answered correctly. Upon successful completion, you will receive a Certificate of Completion that you will submit to the Board with your application for licensure or certification.

Prior Board approval is **not** required to take the MLA. However, if you take the MLA **before** you apply for licensure/certification with the Board, please note the following:

- Should you later decide not to apply for licensure/certification with the Board, the MLA fee will **not** be refunded.
- You are responsible for submitting the MLA Certificate of Completion to the Board with your application for licensure/certification. Do not email, fax or mail the certificate of completion separately to the Maryland Board. **MLA Certificates of Completion received without a completed application will not be retained.**
- MLA Certificates of Completion are valid for **one year** from the date of the MLA. If you do not apply for licensure/certification within one year from the date of the MLA, you will be required to re-take the MLA at your additional expense.

To take the MLA, use the following link: www.academy.cce-global.org.

If you experience any issues, please contact the assessment administrator, CCE, Monday - Friday 8:30am – 5pm at 336.482.2856. You may also email for technical support at support@cce-global.org. Please do not contact the Board regarding technical support issues.

If you have already taken and passed the previous Maryland Law Exam, this notice does not apply to you

and no further action is necessary.

Criminal History Records Check (instructions and form attached). All applicants must complete a criminal history records check (CHRC). Applicant must include a **copy of the receipt** from the CHRC with this application. This allows the Board to access the report online from the Criminal Justice Information System.

Please note: A license will not be issued unless and until the Board determines that the applicant has completed **ALL** requirements including required coursework, examinations, CHRC, and any other requirements set by the Board in accordance with Maryland law.



LICENSED CLINICAL MARRIAGE AND FAMILY THERAPIST

****OUT OF STATE – APPLICATION****

Please type or print all information.

I. VETERANS AND SPOUSAL PREFERENCE

Are you an active service member or the spouse of any active service member? ☐ Yes ☐ No

Are you a veteran or the spouse of a veteran who was discharged from active duty under circumstances other than dishonorable within one year of filing this application? ☐ Yes ☐ No

II. DEMOGRAPHIC INFORMATION

Name: _____
Last First MI Maiden

SSN: _____ Date of Birth: _____ Place of Birth: _____

Home Phone: _____ Business Phone: _____ Cell: _____

Business Email: _____

**Email is the primary method of contact used by the Board.*

Home Address: _____
Street City State Zip

Prior address: _____
(If less than 3 years at current address) Street City State Zip

Mailing Address: _____
(If different than above) Street City State Zip

Business Address: _____
Name Street City State Zip

Gender and Ethnicity: *This information is optional and may be used for statistical purposes by authorized personnel.*

Gender: ☐ Male ☐ Female

Ethnicity: Are you of Hispanic or Latino origin? ☐ Yes ☐ No

Check all that apply:

☐ American Indian or Alaska Native

☐ Asian

☐ White

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

III. INFORMATION REGARDING BACKGROUND

Please answer Yes or No to each question.

YES NO

- ☐ ☐ 1. Has any state licensing or disciplinary board ever taken any disciplinary action against your license or certification, including, but not limited to, charges, admonishment, reprimand, revocation, or suspension?

If yes, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a copy of the disciplinary/court document from the issuing agency, if applicable.

- ☐ ☐ 2. Have you pled guilty, nolo contendere, or been convicted of, received probation before judgment or had a conviction set aside for any criminal act in any state, territory, or jurisdiction (excluding minor traffic violations)?
- If yes, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a certified copy of the disciplinary/court document from the issuing agency.*

Please note that if you do not answer this question or fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee. In addition, you may be required to appear before the Board regarding your failure to provide the required information.

- ☐ ☐ 3. Are you currently on parole, probation or under any other court ordered supervision in any state, territory, or jurisdiction related to a criminal conviction? If so, you must submit official documentation indicating the terms and conditions, start and end dates, compliance and/or completion of the parole, probation or court ordered supervision with your application.

Please note that if you fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee.

IV. ASSESSMENTS

- A. Have you completed the Maryland Law Assessment? ☐ Yes ☐ No If yes, please include a copy of the Certificate of Completion.

V. ATTESTATION

I have read the Professional Counseling and Therapy statute and regulations. _____ **Initial**

I agree to abide by the federal and state laws, including the laws and regulations governing the practice of professional counseling and therapy found in Maryland Code Annotated, Health Occupations Article §§17-101 et seq. and in the Code of Maryland Regulations 10.58.01 et seq. _____ **Initial**

I agree to take all examinations necessary for the processing of my application. _____ **Initial**

I agree that all documents submitted with this application are the property of the Board and all fees are non-refundable. _____ **Initial**

I acknowledge and agree that the burden is solely on me to produce adequate and acceptable proof of educational, professional and character and fitness qualifications sufficient to meet the requirements for licensure, certification, or status. _____ **Initial**

I grant permission to the Board to seek all information or references it deems appropriate in securing my credentials pertinent to this application. _____ **Initial**

I agree that if issued a license , certificate, or status by this Board, the license, certificate, or status be encumbered, suspended, revoked, or canceled, I shall comply with any Board Order and if required, return the official license or certificate back to the Board within five business days of such action. _____ **Initial**

I agree to notify the Board in writing of a change in address. _____ **Initial**

I do solemnly swear or affirm under the penalties of perjury that I have personally completed this application, that the foregoing information is true, correct and complete to the best of my knowledge and belief, and that I understand that providing false information of any kind, omitting information, or misrepresenting information may constitute grounds for Board action, including the possibility of revocation of a license, certificate, or status. _____ **Initial**

Print Name

Signature

Date

VI. STATE VERIFICATION OF LICENSE OR CERTIFICATION

To be completed by the Applicant:

Name: _____ D.O.B.: _____

Address: _____

SSN: _____ Lic. Title & Number: _____

Graduate School: _____ Degree: _____

Date Awarded: _____ Total Graduate Credits Earned: _____

Yrs. experience practicing as LCMFT: _____

I authorize the information requested below to be provided to the Maryland Board of Professional Counselors and Therapists.

Applicant's Signature

Date

To be completed by State of licensure and returned directly to:

**Maryland Board of Professional Counselors
Attn: MFT Licensing Coordinator
4201 Patterson Ave., Suite 316
Baltimore, MD 21215**

Please do not return to the Applicant.

Issuing State: _____ Lic. Title: _____ Date of Orig. Issuance: _____

Issued by: ☐ Examination – Title and date of exam: _____

☐ Endorsement/Reciprocity ☐ Grandfather clause

Applicant's License is: ☐ Active, expires: _____ ☐ Inactive, expired: _____.

Has the Applicant's license ever been placed on probation, restricted, suspended, or revoked?

☐ Yes, please provide explanation on reverse side. ☐ No

Name and Title (Printed)

Date

Signature

SEAL

CHECKLIST FOR Out of State LCMFT APPLICATION

- ☐ Maryland Law Assessment Certificate of Completion.
- ☐ Application is signed and notarized.
- ☐ Recent photo (2"x2").
- ☐ Copy of receipt from criminal history records check.
- ☐ Check or money order in the amount of \$250 payable to the Board of Professional Counselors and Therapists.

** Remember to make a copy of the completed application and attachments for your records.



BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS

4201 Patterson Avenue, Baltimore, Maryland 21215

NOTICE OF CRIMINAL HISTORY RECORDS CHECK

Please read carefully: Effective January 1, 2014, the Maryland Board of Professional Counselors and Therapists (the Board) requires that all applicants for licensure, certification and trainees status complete a criminal history records check in accordance with SS17-501 and 17-501.1 of the Health Occupations Article, Annotated Code of Maryland.

A Criminal History Records Check (CHRC) includes a national and state criminal history background search. The criminal history records check requires you to be fingerprinted. In order to be fingerprinted, you will need to complete and present the LiveScan Pre-Registration Form (attached).

You must present this form to the fingerprinting site because it provides the Criminal Justice Information System (CJIS) authorization number **#1300005490** and the FBI ORI number **#MD920512Z** assigned specifically to the Board. This allows the information to be forwarded directly to the Board.

For additional information contact CJIS at **410-764-4501**. For current listings of the fingerprinting providers, please go to <https://dpscs.maryland.gov/publicservs/fingerprint.shtml>

FOR FAST AND ACCURATE SERVICE

- 1.** When requesting a criminal history records check for licensing purposes, you must have an agency name and authorization number (see above).
- 2.** Your background check is being sent to the Board.
- 3.** You must bring with you a valid form of government identification (e.g. driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification).
- 4.** Complete the LiveScan Pre-registration Application and bring it to any fingerprinting center/provider.
- 5.** Bring payment as indicated above. The Board will receive the results from the criminal history records check directly from CJIS within 5-7 business days. The Board will contact you if it has any questions regarding the report. Please do not contact the Board to check whether the report has been received.
- 6.** Please do not send the Live Scan Pre-registration Application to the Board. You must present it at the fingerprint center/provider location.

7. If you live out of State and need to complete your fingerprints, please contact the Board at 410-764-4732 to have a fingerprint card mailed to you.

8. For those who are renewing their license, please notify the Board that you have completed your fingerprints so that we may update the licensing database.

FBI PRIVACY & APPLICANT RIGHTS STATEMENTS

For all applicants and licensees completing a CHRC: Please sign and date the FBI Privacy Rights Statement to acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights (attached). Please include a copy of the signed form with your license application.



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS - CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)

Name:

Date of birth: ISSN: | Gender: ☐ Male ☐ Female (Please check)

Height: ft. inches | Weight: lbs. | Eye Color: | Hair Color:

Race: ☐ Black ☐ White ☐ Asian/Pacific Islander ☐ Native American ☐ Other (Please check)

Place of Birth: | Citizenship:

Current address:

City: | State: | ZIP Code: -

Daytime Phone: | Evening Phone: | Driver's License #:

AGENCY INFORMATION

Agency Authorization #: 1300005490

ORI # (if required): MD920512Z | Reason fingerprinted? Licensing/Cert.

Position Applied for: N/A

Request Type: (Choose one Only)
Adult Dependent Care

- ☐ Attorney/Client
Child care
- ☐ Criminal Justice
Gold Seal/ Adoption
Gold Seal/Letter/VISA
- ☐ Government Employment

Government Licensing or Certification

- ☐ Immigration/VISA
Individual Challenge
- ☐ Individual Review
MSP Licensing
Private Party Petition
- ☐ Public Housing

Mail Response to:

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name:

Address:

City, State, Zip code:

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

Updated 11/6/2019

I acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights.

Print Name

Signature

Date

¹ Written notification includes electronic notification, but excludes oral notification. ² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>
³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).